

**SUMMARY OF THE  
NELAC BOARD OF DIRECTORS AND CHAIRS MEETING  
JUNE 26, 2000**

The Board of Directors of the National Environmental Laboratory Accreditation Conference (NELAC) met at 9 a.m. on June 26, 2000, just prior to the opening plenary session of the Sixth NELAC Annual Meeting. The meeting was lead by Chair Dr. Jim Pearson following the agenda distributed previously to Board members; in deference to the need to complete the committee reports, discussion of action items from previous meetings was deferred. The list of participants is shown in Attachment A.

**APPROVAL OF MINUTES**

Dr. Pearson requested approval of the minutes of the June 6<sup>th</sup> meeting. These draft minutes were approved as amended.

**AARB REPORT**

Board members had received a copy of the annual report of the Accrediting Authority Review Board (AARB) with the agenda. Mr. George Mills, chair of AARB, reviewed their work during this first year of operation, briefly commented on AARB's six recommendations for improvement, noting that they believe that the NELAP operation has gone remarkably well. He then responded to questions from Board members, and noted that AARB plans to review its report in detail in its schedule working session.

**SUMMARY OF MEETING WITH N. NOONAN AND H. LONGEST**

Several Board members met (some in person, some by phone) with Dr. Norine Noonan and Mr. Henry Longest to discuss future plans for NELAC operations. The consensus of those present is that EPA's support of NELAC and NELAP was reaffirmed, while recognizing that the NELAC support structure is to be redeveloped. The plan proposed by the NELAC Transition committee (to develop a non-profit entity) was received favorably, with the understanding that the details of its creation will require the assistance of EPA in order to ensure the desired functional features can be achieved, and to resolve legal concerns.

The issue of Performance Based Measurement Systems (PBMS) was also discussed and the U.S. Environmental Protection Agency (EPA) requested NELAC's assistance in developing a working approach. Since there has been a PBMS workgroup reporting to the Environmental Laboratory Advisory Board (ELAB), it is thought that a joint effort involving the affected EPA offices, ELAB, and NELAC could be mounted. Dr. Pearson charged the committee chairs to be alert to this direction as their committees continue to refine the NELAC standard.

## **NOTES ON VARIOUS ISSUES**

Ms. Hankins reviewed compatibility issues between the NELAC standard and the International Standards Organization (ISO) guidelines, the recent Field Activities meeting at which an ELAB subcommittee was re-formed, and plans for the Sixth NELAC Interim Meeting at the Riveria Hotel in Las Vegas, NV.

## **PROCESS FOR ANNUAL MEETING**

Dr. Gene Tatsch reviewed the processes involved in the technical support for this annual meeting, including scribe/facilitator support, voting presentation and process with the focus on the support needed by chairs to ensure timely and accurate minutes and reports.

## **NEXT MEETING**

The next meeting of this Board is scheduled for July 13, 2000 at 1:30 pm.

**LIST OF PARTICIPANTS**  
**NELAC BOARD OF DIRECTORS AND CHAIRS MEETING**  
**JUNE 26, 2000**

<b>Name</b>	<b>Affiliation</b>	<b>Address</b>
Pearson, James Chair	VA Div. of Consol. Lab Services	T: (804) 786 - 7905 F: (804) 371 - 7973 E: jpearson@dgs.state.va.us
Brokopp, Charles (chair-elect and Transition committee co-chair)	UT Department of Health	T: (801) 584 - 8450 F: (801) 584 - 8486 E: cbrokopp@doh.state.ut.us
Cada, Ronald (absent)	Colorado Dept. of Public Health & Env.	T: (303) 692 - 3096 F: (303) 344 - 9989 E: ron.cada@state.co.us
Doucet, Lisa Executive Secretary	USEPA/OEI	T: (202) 564 - 1416 F: (202) 565 - 2441 E: doucet.lisa@epa.gov
Finazzo, Barbara	USEPA/Region 2	T: (732) 321 - 6754 F: (732) 321 - 4381 E: finazzo.barbara@epamail.epa.gov
Hankins, Jeanne Director	USEPA/ORD	T: (919) 541 - 1120 F: (919) 541 - 4261 E: hankins.jeanne@epa.gov
Jackson, Kenneth	New York State Dept. of Health	T: (518) 485 - 5570 F: (518) 485 - 5568 E: jackson@wadsworth.org
Kimsey, Paul (absent)	CA State, Department of Health Services	T: (510) 540 - 2411 F: (510) 540 - 3075 E: pkimsey@dhs.ca.gov
Labie, Sylvia	FL Dept. of Environmental Protection	T: (850) 488 - 2796 F: (850) 922 - 4614 E: labie_s@dep.state.fl.us
Rhyne, Anne	TX Nat. Res. Conserv. Comm.	T: (512) 239 - 1291 F: (512) 239 - 6410 E: arhyne@tnrcc.state.tx.us
Sample, Jackie	US Navy/US Dept of Defense	T: (843) 764 - 7337 F: (843) 764 - 7360 E: SampleJH@navsea.navy.mil
Anderson, John	Chair, Accrediting Authority Committee	T: (217) 782-9855 F: (217) 524-0944 E: jpanderson@epa.state.il.us
Batterton, Carol	co-Chair, Transition Committee	T: (512) 230-6300 F: (512) 239-6390 E: cbattert@tnrcc.state.tx.us
Bivins, Dan (absent)	Chair, Field Activities Committee	T: (919) 541-5244 F: (919) 541-1039 E: bivins.dan@epa.gov
Burmeister, Barbara	Chair, Proficiency Testing Committee	T: (608) 833-1770 F: (608) 833-2803 E: burmie@mail.slh.wisc.edu
Caruso, Matt	Chair, National Database Committee	T: (518) 485-5570 F: (518) 485-5568 E: caruso@wadsworth.org
Davies, Marcia	Chair, Program Policy and Structure Committee	T: (402) 697-2555 F: (402) 697-2597

**LIST OF PARTICIPANTS (CONTINUED)**  
**NELAC BOARD OF DIRECTORS AND CHAIRS MEETING**  
**JUNE 26, 2000**

Name	Affiliation	Address
		E: marcia.c.davies@usace.army.mil
Duncan, Judy (invited guest)	AARB member	T: (405) 702-1018 F: (405) 702-1001 E: judy.duncan@deqmail.state.ok.us
Griggs, John (absent) represented by Gleason Wheatley	Chair, Accreditation Process Committee	T: (334) 270-3450 F: (334) 270-3454 E: griggs.john@epa.gov
Ingersoll, William	Chair, On-site Assessment Committee	T: (843) 764-7337 F: (843) 764-7360 E: ingersollws@navsea.navy.mil
Madding, Caroline (invited guest)	AARB member	T: (513) 569-7402 F: (513) 569-7191 E: madding.caroline@epa.gov
Miller, Mike	Chair, Regulatory Coordination Committee	T: (609) 292-3950 F: (609) 777-1774 E: mmiller@dep.state.jh.us
Mills, George	AARB chair	T: (802) 863-7612 F: (802) 863-7632 E: gmills@vdhvax.vdh.state.vt.us
Ronning, Irene	Chair, Membership and Outreach Committee	T: (503) 229-5505 F: (503) 229-5682 E: irene.e.ronning@state.or.us
Ruckman, Jack (invited guest)	AARB member	T: (775) 688-2888 F: (775) 688-2898 E: jruckman@govmail.state.nv.us
Siders, Scott (invited guest)	Illinois EPA	T: (217) 785-5163 F: (217) 524-0944 E: epa6113@epa.state.il.us
Slayton, Joe	Chair, Quality Systems Committee	T: (410) 305-2653 F: (410) 305-3095 E: slayton.joe@epa.gov
Fatsch, Gene Contractor Support	Research Triangle Institute	T: (919) 541 - 6930 F: (828) 628 - 0659 E: cet@rti.org